



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT CENTER (AFMC)
ARNOLD AIR FORCE BASE TENNESSEE**

19 December 2002

AEDC/PKM
100 Kindel Drive Suite A337
Arnold AFB TN 37389-1337

TO: ALL PROSPECTIVE OFFERORS

SUBJECT: Solicitation F40600-03-R-0001, Operation, Maintenance, Information Management and Support of AEDC – Pre-Proposal Conference

1. We're inviting potential offerors to attend a Pre-Proposal Conference at AEDC on 14 January 2003. The purpose of the meeting will be to share with you the limited number of changes included in the final solicitation as a result of the feedback received regarding the Draft Request for Proposals (DRFP). The meeting will be held in the AEDC Main Auditorium beginning at 0900. I anticipate that it will last less than one hour. You may bring up to six representatives. You must register at the Visitor Center (Pass & Registration) and receive a visitor badge to enter AEDC.
2. We do not plan to provide a general tour of the base given the previous significant technical information exchanges and other events that have already occurred. If there is a specific area you would like to tour, please call or e-mail me as soon as possible and we'll try to accommodate your request subject to security and testing restrictions. Two representatives from each company may go on the tour.
3. An Information Sheet is provided at Attachment 1. Please complete the registration form at Attachment 2 and FAX to Ms. Karen Herget at (931) 454-6726 to register for the conference. All visitors should be U.S. citizens. Special authorization for foreign nationals or for U.S. citizens representing foreign countries or businesses is required. Contact us immediately to begin this sometimes lengthy process.
4. At the 22 November 2002 Industry Day Conference, we received one question. The question was "Should the proposal identify specifically the names of small business companies to be used and their participation/role?" Our response is yes to the maximum extent practical. We recognize that a large amount of the material dollars spent each year go to small businesses and it would be impractical to identify those by name at this time.
5. We plan to release the RFP on 6 January 2003 with proposals due 14 February 2003. We anticipate awarding the contract in late June or early July.

6. If you have any questions, please call Mr. Ron Polce, Ms. Karen Herget or me at (931) 454-6886 or (931) 454-4414.

A handwritten signature in black ink, appearing to read 'J. L. Sutton', with a long horizontal stroke extending to the right.

JOHN L. SUTTON
Contracting Officer
Chief, Contract Management Branch

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1. Information Sheet
2. Registration Form

Information Sheet
AEDC Pre-Proposal Conference
14 January 2003

MEETING LOCATION

The AEDC Pre-Proposal Conference will be held in the AEDC Main Auditorium at Arnold Engineering Development Center (AEDC), Arnold AFB, TN on 14 January 2003. No recording devices or cameras are allowed. **Visitors are not authorized to drive around the base unescorted except to go to the appointed meeting location and then off station at the conclusion of conference.**

REGISTRATION

You may send up to six representatives to this meeting. Please complete the attached registration form and fax to us at (931) 454-6726 NOT LATER THAN 9 January 2003. All visitors should be U.S. Citizens. If your company intends to send a foreign national, then you must contact us immediately to begin the clearance process. If you're a U.S. citizen and represent a foreign company, then special authorization is also required.

TRAVEL ARRANGEMENTS

For visitors flying into Nashville International Airport, transportation to AEDC by rental car is the best choice. Travel time between the airport and AEDC is approximately 1 hour 10 minutes by car, so plan your arrival and departure times accordingly.

Directions from the Nashville Airport:

From airport take Exit 56B to Chattanooga I-24 East (map enclosed)
Travel approximately 65 Miles to Exit 117
Turn right on exit ramp onto Wattendorf Highway
Turn right at the Arnold AFB Main Gate
Turn right into the Pass & Registration Office before entering the gate. Check in at Pass & Registration and obtain a Visitor's Badge. You can obtain directions to the Main Auditorium at Pass & Registration.

TOUR

We do not plan to provide a general tour of the base given the previous significant technical information exchanges and other events that have already occurred. If there is a specific area you would like to tour, please call or e-mail me as soon as possible and we'll try to accommodate your request subject to security and testing restrictions. Please indicate whether you intend to go on

the tour. Because of limited capabilities, only two representatives from each company may go on the tour.

ADDITIONAL INDUSTRY MEETING INFORMATION

If you require any additional information or assistance, please call Ms. Karen Herget or Mr. John Sutton, at commercial (931) 454-6886.

REGISTRATION FORM

**Arnold Engineering Development Center (AEDC)
Arnold AFB TN**

**AEDC Pre-Proposal Conference
14 January 2003**

(Please complete a separate form for each attendee)

COMPANY NAME _____

Name of Representative _____

Title _____ **Citizenship** _____

Address _____

Phone _____ **E-mail** _____

Do you plan to take the tour? _____ **Yes** _____ **No**

If you require any additional information or assistance, please call contact Ms. Karen Herget or Mr. John Sutton at (931) 454-6886